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ABSTRACT

The correlated curriculum program (New York City schools) is a four-year career-oriented program designed for the general course student. Students explore careers in business, health, and industry during the first three semesters and receive broad occupational training in careers of their choice for the remaining five semesters. The approach is a laboratory, interdisciplinary one with career subjects correlated with academic subjects. Content includes both occupational information and occupational training for a cluster of jobs in a career area. This revised course outline relates business careers (working in a store, office, warehouse, service industry, for a transporting company, and for the government) to business, science, mathematics, and English subjects. The revision reflects recommendations of program teachers, school supervisors, consultants, and independent evaluators. (Author/EA)

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CURRICULUM PROJECT REPORT

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CORRELATED CURRICULUM PROGRAM
BUSINESS CAREERS

Level I

Level I

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BOARD OF EDUCATION • CITY OF NEW YORK
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CORRELATED CURRICULUM PROGRAM
BUSINESS CAREERS
Level I

Revised Course Outline

INTRODUCTION

The Correlated Curriculum Program is a four year career-oriented program designed to provide a more effective educational program for the general course student. The program was originally sponsored by the Ford Foundation and is now being funded by the Board of Education.

Students in the program explore careers in business, health and industry during the first three semesters, and receive broad occupational training in the careers of their choice for the remaining five semesters. Unlike the traditional general course in the academic high schools, the approach to teaching is interdisciplinary. Teachers are organized into teams to plan for correlated lessons. The correlation of career subjects with academic subjects serves to reinforce student learning and to improve achievement in all subjects. Content includes both occupational information and occupational training for a cluster of jobs in a career area to prepare students for employment in a rapidly changing economy. A laboratory approach to the curriculum provides strong motivation and stimulates interest in continuing education beyond the twelfth year.

The original ninth year curricula have a three year field trial in experimental programs in nine academic high schools. Teachers who used the experimental curricula indicated the need for revision. The Psychological Corporation, under contract to the Board of Education, evaluated the Correlated Curriculum Program curriculum materials and made recommendations for curricula improvement. This revision reflects the recommendations of teachers in the program, supervisors in the schools, consultants, and the independent evaluators.

To assist teachers in implementing the revised curricula, the following materials will be made available:

1. a course outline indicating correlation among the disciplines; business careers, science, mathematics and English
2. a detailed course of study in each subject area
3. student workbooks and/or worksheets

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The original manuscript and revisions were prepared by the following writers under the direction and coordination of Gordon Lebowitz, Director, Correlated Curriculum Program, Eugene J. Corenthal, Assistant to the Director, assisted by Faye Gold, Assistant Coordinator.

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CORRELATED CURRICULUM PROGRAM

Course Outline

Business Careers and Correlated Subj

Level I (9A, 9B, 10A) Revised

Business	Science	Mat
I. ORIENTATION (1-2 lessons) 1. What will you study in the CCP? 2. How is classwork in the CCP different from the work in other classes? 3. What will you study if you decide on a career in business?	I. ORIENTATION 1. How will a background knowledge of science help you in a career in business? 2. Conduct and safety skills.	I. ORIENTATION 1. What ma you nee busines 2. Why are requisi busines
II. WORKING IN A STORE 1. Kinds of stores (2 lessons) a. Food stores 1) small stores 2) supermarkets	II. WORKING IN A STORE Heat Energy - heat transfer (conduction, convection, radiation) - heating plants (hot air, hot water, steam) - air conditioning * - refrigeration of foods * - the quick-freezing process * - the freeze-drying process (* emphasis on physical aspects, not biological)	

CORRELATED CURRICULUM PROGRAM

Course Outline

usiness Careers and Correlated Subjects

Level I (9A, 9B, 10A) Revised

background know-
ience help you in
business?
safety skills.

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r (conduction,
radiation)
ts (hot air, hot
)
ning
n of foods
eezing process
rying process
l aspects, not

Mathematics

I. ORIENTATION

1. What mathematical skills will you need for a career in business?
2. Why are mathematical skills requisites for a career in business?

English

I. ORIENTATION

1. What are the basic communication skills?
2. What is the importance of each of these in the business world?

II. WORKING IN A STORE

Filling out observation reports (store visits)
Preparing a student guide to field trips
Writing "thank you" letters (letter form)
Writing reports:
  Kinds of stores, characteristics, etc.
  Job opportunities in stores, skills needed, etc.
Writing research paper (term project): Survey of Job Opportunities in Business
  Using the library
  Research techniques
  Reading D.O.T., etc.
  Working in committees
  Outlining and organizing
  Bibliography form, etc.
Preparing a glossary of business careers terms (term project

Business	Science	Math
b. Clothing stores Apparel stores Shoe stores	CLOTHING STORE Wearing apparel	
c. Home furnishing stores Appliance stores Furniture stores	- reflection of heat - absorption of heat	
d. Multi-line stores Department stores Discount stores Variety stores	- insulation	
2. Job Opportunities in Stores (8 lessons)		II. MATHEMATI IN A STOR
a. Cashier-checker		1. Super Cashi Maki Cu (e Su ($ $ De Findi it Fr Deter ta Pe Re Redee Su Dispe Div Dec Packi Bag Bag Vol

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II. MATHEMATICAL SKILLS FOR WORKING IN A STORE

1. Supermarket

Mathematics	English
Cashier-Checker	Cashier-Checker
Making change	Reading stories about people in these jobs, e.g., McGraw-Hill's "What Job for Me?" series, etc. (appropriate reading lessons)
Currency denominations (monetary equivalents, e.g., two 25¢ = 50¢)	Writing a paragraph: Duties of Cashier (topic sentence)
Subtraction by addition (e.g., $2.80 out of $3.00 - Say $2.80, $2.90, $3.00)	Writing dialogue or role-playing a cashier-checker situation:
Decimal skills	Use of quotation marks
Finding the cost of one item in multiple-priced items	Realism in speech
Fractional application	Fitting language to characterization
Determining the amount of tax to add to the bill	Reading selected excerpts of conversations from literature
Percent	
Reading tax charts	
Redeeming coupons	
Subtraction from bill	
Dispensing trading stamps	
Division	
Decimal rounding off	
Packing merchandise	
Bag sizes	
Bag capacity	
Volume	

Business	Science	Mathe
b. Display assistant	Displays - light . production of . transmission . waves . velocity . color . the eye (brief) - main treatment in Health . optical illusions . good lighting	
c. Salesperson		2. Depart Salesc Comple Mul si 98 Addi Deci Perc co ch Comput by t Area fe co Form Comput Cubi

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(brief) - main treat-
Health
illusions
ghting

Mathematics

English

Display Assistant

Learning adjectives (synonyms, etc.) to describe both the display itself and the items in it
Reading appropriate stories and poems, e.g., "Do Not Handle the Merchandise" (Springboards), etc.
Giving oral reports based on reading of career books
Developing criteria and standards for evaluation of displays
Reading selections from trade magazines and technical books (lessons on reading for information, using an index, finding details, etc.)
Writing a paragraph on "Duties of Display Assistant" (writing a good opening sentence, etc.)

2. Department Store

Salesclerk

Completing sales checks
Multiplication (extensions - e.g. 2 prs. @ 98¢)
Addition (totaling bill)
Decimals
Percent (employee discounts, sale on merchandise)
Computing materials required by the customer
Area measurement - inches, feet, yards (floor covering, wall covering)
Formulas for computing area
Computing capacity
Cubic units (refrigerator)

Salesclerk

Writing a sales drama (oral reading)
Listening to recordings of Robert Frost's dialogue poems ("Death of the Hired Man," etc.)
Reading related literature (e.g., "Salesmanship" by Chase, chapter on whitewashing fence from Twain's Tom Sawyer, etc.)
Analyzing ads (Do they sell the product?)

Business

Science

Mathe

BTU
Compar
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Rule
Inch

d. Stockclerk

Stockclerk
Stocking
Units,
of it
Divisio
Fractio
Building
Pascal

Produce Cl
Read a we
Units of
peg, bu
Division

III. WORKING IN AN OFFICE

1. Kinds of Offices (2 lessons)

a. in stores
b. in warehouses
c. in transporting companies
d. in financial businesses
e. in hotels and motels
f. other

ence

Mathematics

BTU (air conditioner)
Comparing rental costs
Multiplication (daily, weekly, monthly rate)
Ordering merchandise
Normal curve (shoe sizes, men, women, children; clothing sizes)
Concept of a standard unit of sizing
Measuring materials
Ruler
Inches, feet, yards

Stockclerk
Stocking shelves
Units, dozen, gross (number of items in a case)
Division by twelve
Fractions
Building mass displays
Pascal triangle

Produce Clerk
Read a weight scale
Units of weight (ounce, pound, peg, bushel)
Division by 16 (ounces, pounds)

English

Stockclerk

Reading charts (inventory sheets, etc.)
Filling out printed forms
Increasing vocabulary by learning terms for quantities, types of sizes of packages, materials, etc.

III. WORKING IN AN OFFICE

Reading related literature (e.g., "Anita Powers, Office Worker" Follett Vocational Reading Series, etc.)
Writing letters to invite speakers from business world (lesson on paragraphing for body of letter)
Oral reporting: Job Opportunities in Office Work (keeping an audience interested)
Listening to a speaker: listening skills, note taking, questioning

Business	Science	Math
2. Job Opportunities in Offices (14 lessons)		
a. Accounts payable clerk		
b. Accounts receivable clerk		
c. Billing clerk		
d. File clerk		
e. Office Machines operator	Office Machines - Power for office machines . current flow (conductors and insulators) . current production (generator, AC, DC) . circuits (series and parallel) . fuses . switches . electromagnetism - electromagnets - relays	

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ce machines

ow (conductors and

oduction (generator,

series and parallel)

netism
magnets

Mathematics

English

Billing Clerk

Learning related vocabulary (prefixes, suffixes)
Spelling accounting terms
Filling in order and invoice forms

File Clerk

Learning systems based on alphabet (looking up words in the dictionary
Using an index
Writing a paragraph describing the different systems of filing used in an office
Reading related literature or material, e.g., "Phil the File Clerk" (What Job for Me?), etc.

Office Machines Operator

Writing paragraphs on types of machines used in offices (using transitions)

Business	Science	Math
	Office Machines	
	- telegraph, teletype	
	- telephone, radiotelephone	
	- public address systems, intercoms	
	- tape and dictating machines	
	- radio and TV	
f. Payroll clerk		III. MATHEMATICA IN AN OFFIC
		Payroll cl
		Understand system
		Decimal divis
		Denomi
		Comparing
		Hourly
		Weekly
		Monthly
		Annual
		Commis
		Totaling time ca
		Minute
		Hours
		Weekly
		Computing wages a
		Multip x ra
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		Decima
		Divisi
		Computing (Social State,
		Percen

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systems, intercoms
ting machines

Mathematics

English

III. MATHEMATICAL SKILLS FOR WORKING IN AN OFFICE

Payroll clerk

Understanding the monetary system
- Decimal system, subtraction, division, multiplication
- Denominations of currency

Comparing methods of wage payment
- Hourly wages
- Weekly wages
- Monthly wages
- Annual salary
- Commission

Totaling hours worked from a time card
- Minutes
- Hours
- Weekly

Computing wages earned (hourly wages and overtime)
- Multiplication (total hours x rate per hour)
- Addition
- Percent
- Fractions
- Decimals
- Division

Computing withholding taxes (Social security, Federal, State, City)
- Percent

Payroll Clerk

Reading charts (Social Security Tax Deduction Charts, Federal Income Tax Deduction Charts, etc.)

Reading payroll problems assigned in Business Career class

Business	Science	Math
		Read w Computing Additi Subtra Preparing analysis ments Denomi
g. Receptionist-telephone operator	See "Telephone" under Office Machines	Telephone Computin bills Messag Multip ber Additi Percen Computin distanc Multip per Percen Additi Determin numbers given a Combin Factor Multip
IV. WORKING IN A WAREHOUSE		IV. MATHEMATI IN A WARE
1. Kinds of Warehouses (2 lessons)		Order Pic Reading Base 1 Subtra Matchi
a. Chain store distribution centers b. Manufacturers distribution centers c. Wholesalers distribution centers		

ace	Mathematics	English
	Read withholding tax charts Computing take home pay Addition Subtraction Preparing a denominational analysis for cash wage payments Denominations	
ler Office Machines	Telephone Operator Computing monthly telephone bills Message units Multiplication (rate x number of units) Addition Percent (tax) Computing the cost of long distance calls Multiplication (time x cost per minute) Percent (tax) Addition Determining how many telephone numbers are possible within a given area code Combinations and permutations Factorials Multiplication	Receptionist-Telephone Operator Learning how to speak on the telephone (teletrainer) Being accurate and complete when taking a message Making appropriate language choices (appropriate grammar and usage lessons) Learning synonyms and antonyms (enriching vocabulary) Using the regular and "yellow pages" directories (special problems, such as looking up telephone number of the 8th Street Movie Theatre or the 430 Fifth Corporation) Using the telephone (emphasis on human relations)
IV.	MATHEMATICAL SKILLS FOR WORKING IN A WAREHOUSE Order Picker Reading large numbers Base 10 exponents Subtraction Matching numbers	IV. WORKING IN A WAREHOUSE Writing reports on Job Opportunities in Warehouses (research techniques) Order picker Receiving clerk Shipping clerk Store clerk

Business

2. Job Opportunities in Warehouses
(8 lessons)

a. Order picker

b. Receiving clerk
c. Shipping clerk
d. Stock clerk

Science

Mat

Stock Cle
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V. WORKING FOR A TRANSPORTING COMPANY — Transportation

1. Kinds of Transporting Companies
(2 lessons) — - Power for movement

a. Airlines
b. Bus companies
c. Railroads
d. Taxi companies
e. Trucking companies
f. Steamship lines
g. Subway lines

. internal combustion engines (auto, truck, gas, Diesel)
. steam (ships, trains)
. principles of flight
. rockets and jets

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vement

combustion engines
ruck, gas, Diesel)
hips, trains)
es of flight
and jets

Mathematics

Stock Clerk
Taking inventory
Horizontal addition
Horizontal subtraction
Quantities (units, dozen, gross)

English

Filling out printed forms (tags, bin tickets, purchase order, stock record cards, etc.) - stress accuracy
Learning: 1) terms which describe merchandise and 2) abbreviations most commonly used

Addressing and marking packages
Giving a chalktalk or demonstration talk on "How to Pack ___"
Reading parcel post rates and weight charts

V. WORKING FOR TRANSPORTING COMPANIES

Reading maps (Metropolitan Transit Subway Map, etc.)
Reporting on visits to interview with personnel at local terminals and transportation companies (interview techniques)
Reading timetables and airline schedules, freight charts
Writing research reports on history of transportation
Role-playing situations involving a ticket agent and an angry customer, etc.
Reading a driver's manual
Reading Index of National Motor Freight Classification
Reading cost problems assigned in Business Careers class
Filling out "Freight Bill"

Business

2. Job Opportunities with Transporting Companies (6 lessons)

   a. Chauffeur-driver
   b. Materials handler
   c. Ticket agent
   d. Traffic trainee

Science

Mather

V. MATHEMATICA
FOR A TRANS

Airline

Ticket Ag
Comparing
various
One way
Schedul
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Family
Excurs
First
Reading r
Weighing
Weight
Charge

Taxis
Determini
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Cost o
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ce Mathematics English

V. MATHEMATICAL SKILLS FOR WORKING FOR A TRANSPORTING COMPANY

Airline

Ticket Agent
Comparing the charges for various travel plans
- One way fare, round trip fare
- Scheduled flights, charter flights
- Family plan fare
- Excursion fare
- First class fare

Reading rate charts
Weighing baggage
- Weights
- Charge for overweight baggage

Taxis
Determining the cost of passenger transportation via taxi
- Initial charge
- Cost per 1/3 mile
- Percent (tip)

Determining the cost of operating a taxi
- Cost of medallion
- Cost of vehicle
- Maintenance
- Insurance
- Gasoline
- Oil
- D = rxt

Cashier-Subway
Making change
- Cost of token

Reading a subway map
Reading a timetable
- Units of time
- Frequency

Business	Science	Mathe
VI. WORKING IN A SERVICE INDUSTRY	Automobile Service Station	
1. Kinds of Service Industries (2 lessons)	- Fuels for Autos and Trucks	
	. gasoline, Diesel oil	
a. Automobile service station	Characteristics of fuels	
	. solid, liquid, gaseous . lead additives . other additives . dry gas	
	Safety factors	
	. fire . chemical on contact . carbon monoxide . falls	
	Lubrication	
	. need . characteristics, ratings of oils . grease	
	Brakes	
	. friction . hydraulics . brake fluids	
	Batteries	
	Tires	
b. Bank		
c. Dry cleaner-laundry	Dry Cleaner - Laundry	
	- solvents - detergents - inks - adhesives	

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Station

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Mathematics

English

VI. SERVICE INDUSTRIES

Reports on types of service businesses

Business	Science	Mat
d. Hotel and motel e. Restaurant f. Other	Hotel, Motel, Restaurant - Pest control . insects . rodents	
2. Job Opportunities in Service Industries (10 lessons)		
a. Bank teller		VI. MATHEMAT IN A SER Bank Cle Issuing Checkin Addit Handlin Subtr Adding Simpl Perce Computi
b. Clerk, dry cleaner-laundry		
c. Gas Station Attendant		

ice

aurant

Mathematics	English

VI. MATHEMATICAL SKILLS FOR WORKING IN A SERVICE INDUSTRY

Bank Clerk

Issuing checks
Checking deposit slips
  Addition
Handling withdrawals
  Subtraction
Adding interest
  Simple interest
  Percent
Computing interest on a loan

Bank Teller

Reading description of operation of Tellson's Bank in chapter One, Book 2; A Tale of Two Cities, Dickens; and other related literature (chapter 1 - Mama's Bank Account, etc.)
Learning related vocabulary (endorsement, etc.)
Role-playing
Filling out various banking forms, including personal banking forms
Reporting on history of money, numismatic hobbies, etc.

Dry Cleaner, Laundry

Role-playing irate customer - clerk situations, etc.

Gas Station Attendant

Interviewing gas station owner (techniques of interviewing)
Reading related material ("What Job for Me?", etc.)
Filling out a bill of labor and parts

Business	Science	Mat
d. Hotel, motel front office clerk		
e. Waiter or waitress		Waiter or Wa Computing b Multiplic Addition Percent (Making chan

VII. WORKING FOR THE GOVERNMENT

1. Kinds of Government Agencies (2 lessons)

   a. Federal
   b. State
   c. City
   d. Local

2. Job Opportunities with Government Agencies (6 lessons)

ience

Mathematics

English

Writing paragraph on "Duties of Gas Station Attendant" (appropriate grammar lessons)
Speaking to customers (role-playing situations)

Hotel Clerk

Reading related literature
Writing letters of acknowledgment of reservations (punctuation)
Role-playing room clerk and customer situation

Waiter or Waitress
Computing bill
Multiplication
Addition
Percent (tax)
Making change

Waiter or Waitress

Learning related vocabulary: food terms, names of utensils and tableware, etc.
Reading Emily Post's or Amy Vanderbilt's ideas about table setting for formal and informal dining

VII. GOVERNMENT JOBS

Reading telephone directory to locate listings of state, federal and city agencies
Reading example reading comprehension questions on Civil Service exams
Writing composition on topic: Advantages (or Disadvantages) of Working in Civil Service
Reporting on Job opportunities in Civil Service

Business	Science	Math
a. Beginning office worker		
b. Cashier		
c. Clerk		
d. File clerk		
e. Mail handler		VII. MATHEMATICAL
f. Messenger		MENT EMPLOYM
g. Office machines operator		
h. Parking enforcement agent		Parking Enfo
		Reading par
		Completing
		lems on c
		tion
i. Post office clerk-carrier		Post Office
		Understandi
		First cla
		Second cl
		Third cla
		Parcel po
		Weight
		Size
		Zone
		Sorting mai
		Zip codes
		Using the p
		Completing
		on civil s
j. Stockman		
k. Telephone operator		
l. Typist		
VIII. PLANNING A BUSINESS CAREER (4 lessons)		VIII. MATHEMATICAL PLANNING
1. Interest and Aptitude Evaluation		Taking pre-e
2. Planning Career Goals		Addition
		Subtractio

nce

Mathematics

English

VII. MATHEMATICAL SKILLS FOR GOVERNMENT EMPLOYMENT

Parking Enforcement Agent
- Reading parking meters
- Completing mathematical problems on civil service examination

Post Office Clerk
- Understanding mailing charges
  - First class mail
  - Second class mail
  - Third class mail
  - Parcel post
    - Weight
    - Size
    - Zone
- Sorting mail
  - Zip codes
- Using the postage scale
- Completing mathematical problems on civil service examination

VIII. MATHEMATICAL SKILLS FOR CAREER PLANNING

Taking pre-employment tests
- Addition
- Subtraction

VIII. PLANNING A BUSINESS CAREER

Preparing a personal interest and skill profile sheet

Writing compositions on topics related to career goals

Business

Science

Math

Division
Fractions
Decimals
Percent

Non - Correlated Lessons

Earth Science
Evolution

Non - Correlat

Other Number
Base 5
Base 2
Base 12

ence

Mathematics

Division
Fractions
Decimals
Percent

English

Writing a letter of job application
Reading want ads
Reading Chapter 3 - "We Question a Future: Four Fifty a Week" from Sister Carrie
Reading Career biography
Reading SRA's Occupational Briefs
Reading Springboards (John Wiley)
Reading Tucker-Livingston Reading Series ("The Job You Get," etc.
Reading Scope - Job Skills I (Scholastic Book Series)
Reading "How to Get a Job" (National Association of Manufacturers, Addison-Wesley Publishers)
Preparing a book of career related poems and short stores (term project)

Lessons

Non - Correlated Lesson

Other Number Bases
Base 5
Base 2
Base 12